**Date:** Friday, November 8, 2019  
**Location:** 191 ComArtSci, Deeb Conference Room  
**Chair:** Jeff Searl (CSD)  
**Secretary:** Julie Fusi

**Present:** Alhabash, Saleem (ADPR); Anthony, Stephanie (Steering Committee); Baykaldi, Sevgi (JRN/GA Rep); Bossen, Howard (JRN); Corner, Andy (ADPR); Cotten, Shelia (MI); Fusi, Julie (Dean’s Office); Hale, Troy (JRN); Hoffman, Ann (Dean’s Office); Hunter, Eric (CSD/Dean’s Office); New, Jennifer (Student Affairs); O’Donnell, Casey (MI); Peng, Winson (COM); Randazzo, Tommaso (MI/UG Rep); Searl, Jeff (CSD); Sherry, John (COM); Thorson, Esther (Dean’s Office); Thorson, Kjerstin (ADPR); Venker, Courtney (CSD); Walgren, Judy (JRN)

### Minutes

<table>
<thead>
<tr>
<th>Topic</th>
<th>Action</th>
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<tr>
<td>Approval of Agenda</td>
<td>Casey O’Donnell moved to approve the agenda for November 8, 2019. Tommaso Randazzo seconded. Agenda approved.</td>
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<td>Approval of Minutes from October 11, 2019</td>
<td>Andy Corner moved to approve the minutes from October 11, 2019. Shelia Cotten seconded. Minutes approved as distributed.</td>
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<td>University Academic Governance – Steering Committee</td>
<td>Stephanie Anthony, member of the Steering Committee for University Academic Governance, attended the meeting to share updates and hear faculty suggestions for future university academic governance meetings. The next faculty senate meeting will be held in the Minskoff Pavilion, which will hopefully be more user-friendly for participants and presenters. Restructuring office for academic governance to make it more efficient. Provost search committee has been named and can be found on the website. The search committee is chaired by Beronda Montgomery and Ron Hendrick and includes Judy Walgren and Manny Chavez from ComArtSci. Shared basic structure of ComArtSci’s College Advisory Committee, including meeting frequency and general topics discussed.</td>
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<td>Undergraduate Subcommittee</td>
<td>Journalism proposed revisions to the elective and requirements necessary for the Animation and Comics Storytelling Minor. They have also created a new course, JRN 412, Scoring for Motion Pictures. Program changes shift some electives to requirements (4 required courses, 1 elective). The undergraduate subcommittee recommends approval of the changes to the Journalism Animation and Comics Storytelling Minor. Casey O’Donnell seconded. The changes were approved unanimously with no objections or abstentions.</td>
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| Graduate Subcommittee                                                | Howard Bossen and Judy Walgren discussed the proposed JRN MA curriculum. Linked/dual program is a great recruiting tool for the MA program. Proposing eliminating GRE requirement and boosting minimum GPA from 3.0 to 3.5 (holistic assessment). The GRE is not a strong predictor of success for students in MA program and is a barrier for international students. MA program currently has 2 separate cores. Proposal unifies the two cores which will help address declining enrollments and make curriculum more current. Core is stripped back to 10 credits. Created a 1-credit pro-seminar to help students get to know faculty better and make informed decisions about their path within the program. Eliminatr
Scholastic journalism concentration, due to changes in state requirements for teachers that have dramatically affected enrollments.

Saleem Alhabash moves to approve the proposed School of Journalism MA curriculum. Shelia Cotten seconds. Motion passes with no objections or abstentions.

Kjerstin Thorson presented proposed MA curriculum in Advertising + Public Relations. Proposal eliminates the GRE requirement and combines 2 current programs to one program in both AD and PR. PR MA program will go under moratorium. The new program will have a 15-credit shared core and electives/focus areas (15 credits). This shift will address declining enrollments and infuse digital focus to make the program relevant for students. Worked with COM faculty to ensure no overlap between ADPR and HRC MA programs.

Saleem Alhabash moves to approve proposed Advertising + Public Relations MA program. Shelia Cotten seconds. Motion passes with one opposed.

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<th>Dean's Office Updates</th>
<th>Research Dean Update</th>
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<td>Eric Hunter shared information regarding the creation of a research advisory committee to advise on best practices, use of SONA and physical space, etc. The Council of Research Deans has discussed consent forms, which need to include very explicit directions and information in very few words. Best to err on the side of caution and additional review, especially when doing research which may be controversial.</td>
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All graduate students are required to participate in the Responsible Conduct of Research and Scholarship (RCR) training in order to be eligible for graduation. All undergraduate students participating on any federally funded project are also required to receive some training -- and it is good practice to train other undergraduates participating in research. Funded faculty are required to maintain records of their student training. Students can provide the faculty printouts of the training.

Graduate Student Requirements
All graduate students, regardless of academic path, are required to participate in RCR training. Specific requirements depend on several factors (e.g., MA vs PhD, thesis vs non-thesis, federal funding). Training must be done in person. Please help your students plan their training early in the academic year so they can meet the number of required workshops. We already have several scheduled in the college as does the graduate school. Tracking of attendance in the workshop will be done by using a card reader and the student's MSU ID card.

- The specific requirements (and a list of upcoming trainings) can be found on our college website by searching CAS RCR or by going to: https://comartsci.msu.edu/responsible-conduct-research-rcr
- Additional resources and upcoming trainings can also be found at the graduate school's RCR website by searching for MSU RCR or by going to: https://grad.msu.edu/rcr

Undergraduate Student Requirements
As stated above, there is no undergraduate academic requirement for undergraduate students to participate in RCR training. However, those participating in research are strongly encouraged to do the basic training. This suggested training is:

- Complete 4 CITI Modules within 10 months of participating in research. https://ora.msu.edu/train/programs/citi.html
- Complete online HRPP/IRB Certification https://hrpp.msu.edu/training/index.html
If you would like to provide your own RCR session for your research group or class to be eligible for satisfying the requirements above, please note:

- It must be approved at least two weeks in advance by the Assoc. Dean for Research
- Attendance must be open to all ComArtSci students
- It must be one of the topics listed at [https://grad.msu.edu/researchintegrity/resources](https://grad.msu.edu/researchintegrity/resources)
- You must arrange with the RCR staff member for ID card swipe-in and submission/bookkeeping of sign-in list. Email Eric Hunter for help.

Here is some possible language for use with undergrad students (funded or not):

Before you help with any projects, you need to take some online training. It will take about an hour.

- Go to: [https://hrpp.msu.edu/training/index.html](https://hrpp.msu.edu/training/index.html)
- Register and do these online trainings:
  - Overview of Human Research Protection at MSU
  - Ethical and Regulatory Considerations
- Then go to [https://hrpp.msu.edu/click/index.html](https://hrpp.msu.edu/click/index.html)
  - enter the Click Portal Login
  - use NetID to login and you are done

Undergrads working more than one semester should complete CITI training, even though it is listed for graduate students.

- [https://ora.msu.edu/train/programs/citi.html](https://ora.msu.edu/train/programs/citi.html)
- Check out Intro, Authorship, Research Misconduct, Plagiarism

**Undergraduate Dean Update**

**Career Services Network (CSN) Events**

- Design your MSU: For students who may be unsure of their major or career interests. 11/12, 1:00 113 SSB; 11/14 2:00, 113 SSB
- Finding and Working with a Mentor: 11/12 4:30, 113 SSB
- Student Entrepreneurship Panel: 11/13 3:00- Minskoff Pavilion
- Linked In Photo Booth/Professional Headshots 1:00-3:00, 11/15 113 SSB
- Open daily for drop in from 10-3. Encourage students to stop by.
- ComArtSci Connect Career Fair – Friday, 1/31, 1:30-4 pm, Huntington Club

**Technology Developments**

- MSU and CSN are working to bring PeopleGrove, an alumni mentoring application to MSU. This will provide students the ability to find and connect with alumni mentors for career exploration and development. Questions can be directed to the executive director of Career Services, Jeff Beavers [jbeavers@msu.edu](mailto:jbeavers@msu.edu).
- CSN is launching a new platform, Uconnect, aimed at curating information for specific industries and levels of career exploration (major choice, career interest, etc). This will replace the Career Services website.

**SIS Modernization** Release 2 was in the last week:

- **Admissions** – admissions decisions, test scores and external education history converted
- **Campus Community** – citizenship status for non-USA students converted
- **Curriculum Management** – Course schedule history converted. Course scheduling (work copy) will continue to be used for this fall 2019, and summer 2020 will be loaded into the current SIS.
- **For Release 2, the Project Team successfully converted:**
### STRESS and Students  
**[mental health awareness week information]**

- **CAPS: Counseling and Psychiatric Services: 517-355-8270**  
  Olin Student Health Center, 3rd Floor  
  [https://caps.msu.edu](https://caps.msu.edu)  
  - Daily walk-in screenings/ triage  
  - Individual counseling (typically short-term)  
  - Support groups  
  - Referral to campus and community providers  
  - *NEW* embedded social workers in East and South Neighborhoods

- **Olin Primary Care: 517-884-6546**  
  Olin Student Health Center Building  
  - Depression screening  
  - Medication management  
  - Primary Care Social Worker

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### Graduate Dean & FEA Update

The graduate school will be migrating catalog copy directly to SIS. Need to make sure this copy is up to date. Will provide both old and new program language to accommodate programs currently routing through academic governance.

**Link to past DEI minutes and resources**

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### Proposed University Bylaws Changes

Jeff Searl discussed proposed changes to University bylaws, which will go up for faculty vote Nov. 19. Make sure your unit faculty visit MSUbylaws.com, review carefully, and share thoughts with reps. There are items that impact CAC, which will require changes to college and unit bylaws.

University council will review best practices for review of deans. Proposed committee on administrator review would review administrators above deans. Would be comprised of faculty and students. Suggested including staff on this committee. Could provide an avenue for faculty to raise concerns over the way deans are reviewed.

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### Summary of Action Items

Share possible provost candidates with search committee – contact Judy Walgren or Manuel Chavez.

Encourage faculty to review proposed changes to university bylaws by visiting MSUbylaws.com. Faculty can share feedback with Andy Corner, Bree Holtz, Dave Ewoldsen, Gwen Wittenbaum, and/or Jeff Searl.

Jeff Searl to email Provost Sullivan on behalf of ComArtSci CAC regarding review process for Dean David. Will share next steps with ComArtSci faculty once Dr. Sullivan responds.

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### Roundtable

**Saleem Alhabash:** Lanier Holt will give a talk at 11:00 am in CAS 145.

**Andy Corner:** Faculty Health Care Council was created by the steering committee. Consider self-nominating.